



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CULTURAL/NATURAL RESOURCE TECHNICIAN	27	C	7.860

DEFINITION OF THE CLASS:

Under general supervision, performs technical cultural/natural resource work involving field work or in a museum setting which includes, but is not limited to archaeological site excavation, survey records maintenance, cataloging of specimens, reference work, the compilation of data and reports, conservation and preservation of artifacts, may assist in exhibit maintenance and/or preparation; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

Incumbents receive training in the more complex tasks associated with cultural/natural resource management.

Incumbents are given a specific area of responsibility related to cultural/natural resource projects involving limited scope of responsibility for the overall work project. Incumbents perform technical work exercising some judgment and independence when applying guidelines or procedures requiring a limited degree of ingenuity or creativity regarding the course of action to accomplish assignments.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Incumbents assist and/or conduct excavation of sampling units involving cultural/natural resource sites by maintaining field notes of excavation units, photographs sampling units and features and assists with cleaning, cataloging and analysis of artifacts.

Incumbents maintain excavation and laboratory equipment to ensure it is in proper working condition.

Incumbents prepare drawings and rough maps of site profiles and site features.

Incumbents conduct research and reference work by researching and acquiring relevant data reports, etc. Material is organized and reports and responses prepared.

Incumbents provide assistance and have responsibility for cataloging, and to a lesser degree, the acquisitions of donated artifacts. Responsibilities may include the application of preservation and conservation techniques and exhibit work.

Incumbents assist with all technical aspects of cultural/natural resource field projects including site surveys, record keeping, cataloging of specimens and/or the compilation of data and reports.

Incumbents perform educational services for public schools and groups by assembling and distributing educational material; leading school tours and/or coordinating lectures.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of archaeological field techniques and procedures. Knowledge of preparation and maintenance of maps.

Ability to apply basic scientific techniques in obtaining, arranging and interpreting cultural/natural resource data. Ability to identify and note the significance of commonly encountered archaeological remains and artifacts. Ability to catalog, repair, reconstruct and preserve archaeological specimens. Ability to prepare specimens for exhibit.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of land survey practices and procedures. Knowledge of site excavation techniques including standards for the removal of cultural/natural resource deposits and recording of data.

Ability to maintain a variety of records and reports. Ability to follow through on instructions. Ability to use a variety of hand tools associated with cultural/natural resource work. Ability to use maps and sketches in laying out and marking site areas. Ability to work as part of a team. Ability to prepare field notes and records.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from high school and two years of related experience performing technical cultural/natural resource work involving archaeological site excavation, survey records maintenance, cataloging of specimens and/or the compilation of associated data and reports; OR

II

As Associates degree from an accredited college or university with major course work in archaeology, anthropology or closely related field and one year of related experience as described in Option I; OR

III

An equivalent combination of education and experience in which the applicant has demonstrated possession of the entry level knowledge, skills and abilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>7.860</u>
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